



Carbondale Elementary School District No. 95

ADMINISTRATIVE OFFICE
1150 E. Grand Avenue, Suite 2
Carbondale, IL 62901
618.457.3591 FAX ~ 618.457.2043



Janice Pavelonis
Superintendent

POSITION NOTICE THOMAS SCHOOL ASSISTANT PRINCIPAL

CERTIFICATION: Illinois Professional Educator License with Principal or General Administrative Endorsement. Teacher Evaluator Modules (1-5) must be completed prior to the start of the school year.

QUALIFICATIONS: Searching for a collaborative leader, who will assist the principal in implementing a clear vision for the school. Ideal candidates should have excellent communication skills, proven instructional leadership; team building and facilitation of student growth skills; student discipline; MTSS and experiences with various aspects of education.

SALARY: Salary Range of \$82,000 - \$86,000 (210-day contract)

CONDITIONS: Contract will begin July 1, 2025

CONTACT: Robby Clark-Stokes, Principal
Thomas School
1025 N. Wall St.
Carbondale, IL 62901
Attn: Thomas School Assistant Principal
(618) 457-6226

POSTED: March 3, 2025

Applications will be accepted until Position is Filled.

Only Online Applications will be accepted and are available on our website:
www.ces95.org/employment

Carbondale Elementary School District is an Equal Opportunity Employer

Board of Education

Renada Greer	Catherine Field, President Imani McHenry	Vacant, Vice President Vacant	Corey Cawthon, Secretary Aimee Wigfall
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Assistant Principal Job Description

PERFORMANCE RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

1. As a building leader, contributes toward and facilitates the learning needs of the students assigned to the school and obtains the efforts of all staff members through encouragement and example.
2. Evaluates the performance of all staff members assigned to the school in accordance with the district evaluation plan and PERA.
3. Enables staff to improve performance and to grow on the job, by providing staff development/in-service or by directing staff to other offerings.
4. Manages the performance of staff assigned to the building as requested by the principal.
5. Recommends changes or improvements in all areas of operation which will enable the school and school staff to best serve the needs of the students assigned to the school.
6. Collects, records, stores, and makes available as needed, the data which will assist with sound planning and decision-making for individual students, classrooms, the school, and the district. Manages data in accordance with all privacy acts and district policy.
7. Collaborates with the other administrators to further the cause of elementary education and to promote district-wide activities.
8. Establishes good relationships with school clientele, parents, and business to bring together school and community.
9. Develops a plan for personal and professional growth which enables the assistant principal to become increasingly proficient in fulfilling his/her leadership role.
10. Supports and maintains a positive school climate.
11. Manages all aspects of the physical environment to facilitate the education of students assigned to the school and to ensure the health and safety of students and staff and implements other duties as assigned.
12. Assumes all other duties assigned by the building principal and district administration.

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